

CITY OF KINGMAN
MEETING OF THE GOLF COURSE ADVISORY COMMISSION
City Council Chambers
310 N. 4th Street
CityofKingman.gov

4:30 P.M.

AGENDA

Wednesday, November 16, 2016

REGULAR MEETING

CALL TO ORDER & ROLL CALL

1. APPROVAL OF MINUTES

Regular Called Meeting minutes of May 18, 2016.

2. CALL TO THE PUBLIC – COMMENTS FROM THE PUBLIC

Those wishing to address the Commission should fill out request forms in advance. Action taken as a result of public comments will be limited to directing staff to study the matter or rescheduling the matter for consideration and decision at a later time. Comments are limited to two minutes in matters regarding Cerbat Cliffs Golf Course.

3. GOLF PRO'S REPORT / COURSE PLAY

Report on Tournaments

Report on Course Play, and Driving Range Numbers

4. GOLF COURSE SUPERINTENDENT REPORT

Completed projects and upcoming projects at the Golf Course

5. REPORT ON THE MERGING OF THE PARKS & RECREATION ADVISORY COMMISSION WITH GOLF COURSE ADVISORY COMMISSION

6. **DIRECTOR'S REPORT**

Report pertaining to Golf Course business.
Next Meeting – February 15, 2017 at 5:30pm
Parks, Aquatic, Recreation and Golf Advisory Commission

8. **ANNOUNCEMENTS BY COMMISSION MEMBERS**

Limited to announcements, availability/attendance, requests for agenda items for future meetings.

ADJOURNMENT

Posted November 9, 2016 by Jennifer Wheeler

CITY OF KINGMAN
REGULAR MEETING OF GOLF COURSE ADVISORY
Council Chambers
310 N. 4th Street
CityofKingman.gov

4:30 P.M.

Minutes

Wednesday, May 18, 2016

Members:	Officers:	Visitors Signing In:
Frank Gurzi, Chairperson	M. Meersman, Parks and Recreation Director/Golf Course Superintendent	See attached list
VACANT, V. Chairperson	L. Carver, Council Liaison	
Joe Farner	L. Pitts, Cerbat Cliffs Manager	
Bill Fogg	J. Wheeler, Recording Secretary	
Julie Moon		
Kelly Pickering		
J. Powell		

REGULAR MEETING

CALL TO ORDER AND ROLL CALL

Commission Chairperson Fogg called the meeting to order at 4:30 p.m. roll call was taken.

Commission Members Present: Fogg, Farner, Pickering, Powell

Staff: Meersman, Carver, Pitts, Muhle, Wheeler

Commission Member Excused: Gurzi

1. APPROVAL OF MINUTES

Regular meeting minutes of August 19, 2015.

Commission Member Farner made a MOTION to APPROVE the Regular Meeting Minutes of August 19, 2015. Commission Member Powell SECONDED and minutes were APPROVED by a vote of 4-0.

2. CALL TO THE PUBLIC – COMMENTS FROM THE PUBLIC

Those wishing to address the Commission should fill out request forms in advance. Action taken as a result of public comments will be limited to directing staff to study the matter or rescheduling the matter for consideration and decision at a later time pursuant to A.R.S. 38-431 et al. Comments from the Public will be restricted to items not on the agenda. There will be no comments allowed that advertise for a particular person or group. Comments should be limited to no longer than 2 minutes.

No one from the public to speak.

3. **OPEN MEETING LAWS**

Annual Open Meeting Law Training - City Clerk's Office

Sydney Muhle presented the Open Meeting Laws by PowerPoint and gave members a packet which included the PowerPoint presentation.

4. **ELECTION OF CHAIRPERSON / VICE CHAIRPERSON**

Discussion and Possible Action on Annual Election

Member Fogg inquired about Chairperson Gurzi wanting to continue in the position. Director Meersman had no feedback so Member Fogg assumed he would want to continue in the position.

Commission Member Fogg made a MOTION to re-appoint Member Gurzi as Chairperson. Commis348 Member Powell SECONDED the motion.

The Commission APPROVED the MOTION 4-0 and is recommending to Council that Member Gurzi be re-appointed Chairperson for another term.

Commission Member Pickering made a MOTION to recommend Member Fogg as Vice Chairperson. Commission Member Powell SECONDED the motion.

The Commission APPROVED the MOTION 4-0 and is recommending to Council that Member Fogg be Vice-Chairperson.

5. **GOLF PRO'S REPORT / COURSE PLAY**

Reports on Tournaments

Reports on Course Play and Driving Range Numbers

Levi Pitts - Thank you for backing up after health situation.

My report has been given to Director Meersman for daily rounds. New system will help with tracking weather with computer to correlate with course play giving a more detailed report. It will also help with resident and non-resident play.

Councilmember Fogg inquired more about the details concerning the weather.

Pitt Membership is getting younger, older members are failing in health and are not playing as much. Good sign.

25 tournaments are scheduled not including high school golf

Last tournament was United Way was a great turnout 92 players.
Less golf tournaments but it is a better turnout overall.
Desert Construction is in June, 123 signed up with a max at 144 players.
Shiracman(?) group is a 3 day tournament, bigger than before, localized players from California, Nevada and Arizona—liked reception and staff.
Junior golf signups begins June 1st, with breaks for more family members.

6. **GOLF SUPERINTENDENT REPORT**
Report Attached

Completed projects and upcoming projects at the Cerbat Cliffs Golf Course

Director Meersman reviewed the submitted report. Spoke about the fertilizer, poa seed growth regulator, mowing earlier with rain and ball marks being a challenge. Aerification staggered between nine holes; least amount of disruption. We used 1022 inmate labor and removed 140 gophers. See submitted report with agenda.

Member Pickering inquired about the new tee addition on 18 and the new scorecards reflecting changes.

Director Meersman stated the men's group keeps up records and handicap. The new cards will come when the old ones are gone.

Member Pickering was concerned about the marking of the course and where the responsibility falls for marking the golf course for the trenches from root pruning and such?

Director Meersman stated that this is not a daily responsibility but the marking is done by the golf pro when there is a major event.

Member Pickering inquired about the face of bunker 18. The gophers are a problem and when will it get repaired?

Director Meersman addressed Member Pickering's concerns. He stated that the gopher holes are noted and the new machine is used to help dispose of the pests. It has been noted that it will need to be rebuilt but we need to give the machine a chance. Also, we could try to reseed but seed washes down. We could resod but it would only be a temporary solution. It is a troubled area and we will look into it.

Member Fogg wanted to know if the new tee box on #18, will it be movable? The placement is not popular.

Director Meersman stated it can be moved and that he needs to be asked or made aware of the request including special tee arrangements.

Member Fogg wanted to know how long it takes for pin placement?

Director Meersman answered that it takes about 4 hours.

Member Fogg asked about having the employees take care of all the ball marks. Also, could the inmates be utilized to help? Are the inmate hours up or down?

Director Meersman stated that we do not have enough employees and it takes too long for them. Inmates can fluctuate as we don't always have them.

Member Fogg inquired about the grass being cut differently because of the wind. He stated #5 is an example of one area that is hard to hold.

Director Meersman reviewed an example from Augusta actually utilizing a mowing technique but said it really won't help us.

Member Fogg asked about the new retention basin. Director Meersman said we started after report. No clean up on course after rain. Nice improvement.

Member Pickering stated concerns about #7, will you add another path? Also, concerns about more concrete for cart paths on the par 5 holes.

Director Meersman stated we will add another path further into fairway so it isn't worn down into dirt.

Member Pickering pointed out the use of carts and creatures of habit need to be changed.

Discussion ensued concerning the paths and carts along with the people who drive the carts.

7. MEETING DATES

Discussion and Possible Action on Quarterly Meetings

Member Fogg-The Packet has information concerning the attendance.

Director Meersman addresses the cost to having meetings and explains that budgets have been cut in other cities and they cut commissions all together. We can always have special meetings if necessary to help with lack of a meeting. Time is valuable and not a lot of people donate their time.

Member Fogg recognizes that keeping people on commission is difficult. People don't come back after they address their single issue. He would like inquiries made to find a possible solution to this problem. Could we drop to 5 instead of 7? Could a quorum be three? Could a council member be used to make a quorum?

Director Meersman stated that he would ask the questions and let the members know. He also discussed the fact that we have had no money for capital improvement. This commission is really for major suggestions to pass on to Council.

General consensus was to place this item on the next agenda. Member Fogg stated he would like to keep it quarterly. No action was taken on this matter.

8. RECYCLE CAN PROGRAM

Discussion and Possible Action

Member Fogg inquired about the blue cans and if monies going to junior golf?

Mr. Pitts stated that they were not installed to create monies. They were left to help alleviate the problem of cans in the garbage. 90% of trash was aluminum cans. No volunteer has stepped up to help recycle. This was just to help separate the cans from general garbage.

Councilmember Fogg wanted to know if someone would like to help from Jr. Golf and if someone has investigated this idea?

Mr. Pitt stated that the stink, bees and flies are not something you want to be around. Can collection would need to be all year.

Member Powell suggested the Elks have a wire cage to gather cans, could we have them take bags?

Mr. Pitts thinks it would be nice to have someone take and recycle the cans.

9. MEMBER REAPPOINTMENTS

Discussion and Possible Action

Jim Powell – Reappointment for 1st full 3 Year Term

Joe Farner – Reappointment for 2nd full 3 Year Term

David Dale – Resigned, need to replace; new member would finish term to 2017 and be eligible for complete first 3 year term.

Commission Member Farner made a MOTION to re-appoint Member Powell to serve his first full 3 year term. Commission Member Pickering SECONDED the motion.

The Commission APPROVED the MOTION 3-0 and is recommending to Council that Member Powell be re-appointed to serve his first full 3 year term.

Commission Member Powell made a MOTION to be re-appointed for a second 3 year term. Commission Member Pickering SECONDED the motion.

The Commission APPROVED the MOTION 3-0 and is recommending to Council that Member Farner be appointed for a second 3 year term.

Replace Dale

Discussion on applicants.

Commission Member Farner made a MOTION to appoint Patrick Moore to replace David Dale. Commission Member Powell SECONDED the motion.

The Commission APPROVED the MOTION 4-0 and is recommending to Council that appoint Patrick Moore to the Commission.

10. POSSIBLE MERGE OF PARKS & RECREATION ADVISORY COMMISSION WITH GOLF COURSE ADVISORY COMMISSION

Discussion and Possible Action regarding combining commissions.

Next Meeting – August 17, 2016

Director Meersman reported that the Mayor brought the subject to light. The Council agreed it should be looked into joining the two commissions. It is clearly stated in the attached letter. This commission needs to make a recommendation.

Member Pickering stated that he felt the Golf Commission deserves to have its own voice. We have been discussing the future of the commission and it should stay like it is right now.

Member Powell stated his opinion about the merge eluding that the value would be diluted. Merging it would be like cancelling it. He also stated that he feels like the Mayor is not fond of golf course and he may not really care about its future.

Member Fogg stated he has been on commission longer than the other members. Issues over 5-6 years have been evaluated and recommendations have been made because we get input from golfers. We give information to Council and Mayor but the liaison was not attending for many years. The liaison can give weight to the importance and now we have one. He feels like it would be a disservice to both the Parks & Rec and to Golf.

Member Farner stated that he has no interest in Parks & Rec. He feels that the merge will be a losing situation and will dilute the effectiveness for both commissions.

Member Powell asked to clarify his position. He stated that the thousands of hours golf commissioners spend on the golf course to help make recommendations compared to Parks & Rec. where they do not spend any time shows that we should not combine commissions. It should stay as it is currently.

Commission Member Fogg made a MOTION to reject the proposal to combine the commissions. Commission Member Farner SECONDED the motion.

The Commission APPROVED the MOTION 4-0 and is recommending to Council to reject the proposal to combine the Golf Advisory Commission with Parks & Recreation Advisory Commission.

11. DIRECTORS REPORT

Report pertaining to Golf Course business.

Director Meersman stated the report is included. If there are issues on the Golf Course, please call me. He is always ready to help.

Next Meeting – August 17, 2016

12. ANNOUNCEMENTS BY COMMISSION MEMBERS

Limited to announcements, availability/attendance at conferences and seminars, requests for agenda items for future meetings.

Member Fogg stated his concern about the rates for the food and beverage. We were given no notice and the commission has given input in the past. Let's make that an agenda item for next time.

ADJOURNMENT

Commission Member Pickering made a MOTION to ADJOURN. Commission Member Powell SECONDED and was APPROVED by a vote of 4-0.

ADJOURNMENT: 5:52 p.m.

Approved:

Bill Fogg, Chairman

STATE OF ARIZONA)
COUNTY OF MOHAVE)ss:
CITY OF KINGMAN)

CERTIFICATE OF COMMISSION MINUTES

I, Jennifer Wheeler, Parks & Recreation Administrative Assistant and Recording Secretary of the City of Kingman, Arizona, hereby certify that the foregoing Minutes are a true and correct copy of the Minutes of the Regular Meeting of the Golf Course Advisory Commission of the City of Kingman held on May 18, 2016.

Dated this 16th day of November, 2016.

Jennifer Wheeler, Administrative Assistant and Recording Secretary

DRAFT

MONTHLY ACTIVITY REPORT
CERBAT CLIFFS GOLF COURSE

Month –August 2016

ITEM	NUMBER
NUMBER OF 9 HOLE ROUNDS	1,061
NUMBER OF 18 HOLE ROUNDS	1,229
NUMBER OF GOLF LESSONS	**47
GREENS FEE REVENUE	40,683
ANNUAL PASSES	15,890
REGULAR	24,793
GOLF CARD	
MOTOR CART REVENUE	26,215
PRIVATE CART TRAIL FEES	2,490
REGULAR	23,725
DRIVING RANGE REVENUE	2,382
TOTAL HOURS OF RANGER ACTIVITIES	32
TOTAL HOURS BEVERAGE CART ON COURSE	23
NUMBER OF TOURNAMENTS	3
TOTAL TOURNAMENT PARTICIPATION	216
** One on One lessons for high school team at no charge.	

MONTHLY ACTIVITY REPORT
CERBAT CLIFFS GOLF COURSE

Month –September 2016

ITEM	NUMBER
NUMBER OF 9 HOLE ROUNDS	988
NUMBER OF 18 HOLE ROUNDS	1,267
NUMBER OF GOLF LESSONS	**54
GREENS FEE REVENUE	37,734
ANNUAL PASSES	9,920
REGULAR	27,817
GOLF CARD	
MOTOR CART REVENUE	29,409
PRIVATE CART TRAIL FEES	4,970
REGULAR	24,439
DRIVING RANGE REVENUE	2,382
TOTAL HOURS OF RANGER ACTIVITIES	40
TOTAL HOURS BEVERAGE CART ON COURSE	11
NUMBER OF TOURNAMENTS	3
TOTAL TOURNAMENT PARTICIPATION	211
** One on One lessons for high school team at no charge.	

MONTHLY ACTIVITY REPORT
CERBAT CLIFFS GOLF COURSE

Month –October 2016

ITEM	NUMBER
NUMBER OF 9 HOLE ROUNDS	897
NUMBER OF 18 HOLE ROUNDS	1,296
NUMBER OF GOLF LESSONS	**54
GREENS FEE REVENUE	40,419
ANNUAL PASSES	12,665
REGULAR	27,754
GOLF CARD	
MOTOR CART REVENUE	22,222
PRIVATE CART TRAIL FEES	830
REGULAR	21,392
DRIVING RANGE REVENUE	2,084
TOTAL HOURS OF RANGER ACTIVITIES	36
TOTAL HOURS BEVERAGE CART ON COURSE	22
NUMBER OF TOURNAMENTS	3
TOTAL TOURNAMENT PARTICIPATION	168
** One on One lessons for high school team at no charge.	

**Golf Course Advisory Commission
Superintendent Report 11-16-16**

Greens: All greens were Deep Double Verti-cut, Spike seeded with L-93 Bent grass seed, top dressed and received a granular application of fertilizers. All greens have been given liquid applications of fertilizers, growth regulator and fungicide. These applications are done to prevent disease and weed control as well as the growth regulator helps keep the greens speed. #10 green has been airified with needle tines to help with water absorption and is looking much better.

Irrigation: We have been watering lightly in the afternoon to keep the sod and the new seedlings alive. The golf course crew has been kept busy updating the irrigation system which includes: repairing minor leaks, changing nozzles in trouble areas; the new irrigation technician is doing a great job identifying issues and rectifying problems. Since the last report we have had two irrigation main line blow outs.

Tees: Since the last report all tees received a granular application of fertilizers to and greens. Also an application of liquid herbicide to control weeds on all tees and tee aprons has been completed. All tees have also been given a liquid application of fertilizers.

Fairways: The fairways are in the best condition that I have ever seen them at this time of the year in my time in Kingman. The crew began the process of over-seeding all fairways with a blend of drought tolerant cool season grasses; Perennial Rye Grass, tall fescue and Kentucky Blue grass seed. After doing this same program last fall the use of a slit seeder proved to be very beneficial to the turf conditions in problem areas. All fairways have been given an application of gypsum and other granular fertilizers to ensure a healthier turf.

Traffic Areas: Many Traffic areas that are due to excess cart traffic throughout the course have been sodded, over-seeded, top-dressed and roped off. Golf cart traffic is very damaging to the turf. If all golfers would get their golf carts back on the paths as soon as there ball on the green the and keep them on the cart paths around the greens the damage would be much less.

Miscellaneous: Our first project of the fall season is underway. The leveling and expansion of the Gold tee on # 6 is a much needed improvement. By enlarging this tee we will meet the distance requirements needed when "Hole in One" contests are a part of any outings or tournaments held at the course.

The inmate crew continues to be very beneficial to the day to day maintenance of the course. These workers allow the crew the time needed to keep up with the overall maintenance and continue to give our customers the best in course conditions. Since the last report the golf course has utilized 1456 hours of inmate labor.



City of Kingman

310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • (928)753-5561

www.cityofkingman.gov

11/16/16

Dear Commission Members,

The **Parks and Recreation Advisory Commission** is merging with the **Golf Course Advisory Commission**. They will be replaced by the Park, Aquatic, Recreation and Golf Advisory Commission.

- This is the Last meeting of this commission.
- Everyone interested in being considered for this new combined Commission will be required to fill out a new Boards and Commission Application (attached). You can fill it out and bring it to the meeting.
- In January the Council will pick from the list of candidates; 4 from the Park and Recreation Commission and 3 from the Golf Course Advisory Commission. They will consider any additional candidates at that time as well.
- We will contact you in advance to let you know the date this will be on the Council Agenda. You can come and tell the Council why you are the best candidate for this commission.

Thank you for your years of service on this Commission and for your support of our Department. Please join us on the new Commission. If you have any questions feel free to call me at any time.

Sincerely,

Mike Meersman

Director of Parks & Recreation Department

Phone (928) 692-3105

Email: mmeersman@cityofkingman.gov



**CITY OF KINGMAN
BOARDS AND COMMISSIONS APPLICATION**

FOR MEMBERSHIP ON THE Park, Aquatic, Recreation and Golf Advisory Commission.

Estimated hours per month you can devote to this group: _____

Name _____ Home Phone # _____

Address _____ Alternative Phone # _____

Zip Code _____

Email _____ Resident Located in -

Kingman City Limits ☐

Mohave County ☐

Length of Residency _____ Are you a registered voter? Yes _____ No _____

If asked, I would be willing to serve on another board or Commission. Yes _____ No _____

List other boards or commissions interested in:

1. List your educational background. _____

2. Please state your occupational background as it relates to the board or commission you are applying for beginning with your current occupation and employer.

3. Describe your involvement in the Kingman community. _____

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.

5. Describe why you are interested in serving in this position. _____

6. If you are appointed to any of the boards or commissions you have listed interest in, please list potential conflicts of interest. Explain: _____

Appointment to this board, commission or advisory committee will require your consistent attendance at regularly scheduled meetings. Please note the times below for each Board or Commission. All meetings are held at the Council Chambers, 310 N. 4th Street, Kingman.

Board of Adjustment	As Needed
Building Board of Appeals	As Needed
Business License Review Board	As Needed
Clean City Commission	3rd Thursday/Monthly @ 5:00PM
Economic Development Marketing Commission	2 nd Wednesday/Monthly @ 7:30 AM
Golf Course Advisory Committee	3rd Wednesday/odd months @ 4:30PM
Historical Preservation Commission	4 th Tuesday/odd months @ 5:30PM
Industrial Development Board	As Needed
Local Public Safety Personnel Retirement Board	As Needed
Municipal Property Corporation	As Needed
Municipal Utilities Commission	4th Thursday/Monthly @ 5:30 PM
Parks & Recreation Commission	3rd Wednesday/odd months @ 6:00PM
Personnel Board	As Needed
Planning & Zoning Commission	2nd Tuesday/Monthly @ 6:00PM
Tourism Development Commission	1st Thursday/Monthly @ 7:30AM
Transit Advisory Commission	2 nd Tuesday/1 st month of Quarter @10:00

This application is subject to the Arizona Open Records law and should not be considered confidential.

Signature of Applicant _____ Date _____

Please return this application to:

City of Kingman

City Clerk's Office

Fax (928) 753-6867

310 North Fourth Street

Kingman, AZ 86401

For further information, please call: City Clerk's office at (928) 753-5561.

Thank you for taking the time to fill out this application. Volunteers play a vital role in the City of Kingman government. We appreciate your interest.

Park, Aquatics, Recreation and Golf Commission

Sec. 2-158.40 Establishment of the Park, Aquatics, Recreation and Golf Commission.

This advisory commission is hereby created for the purpose of assisting the Mayor and Common council in establishing and maintaining a policy for the use of the various City parks, aquatic facilities, recreation programs and the municipal golf course.

Sec. 2-158.41 Membership.

The commission shall be comprised of seven (7) members of the public. Commission members should be appointed that have an interest in the commission and its responsibilities. No sector of interest should dominate the commission during the appointment process.

Sec. 2-158.42 Function.

The commission shall advise and recommend to the Mayor and Common Council policy with respect to the current use and future needs of the City's recreational facilities and programs, such as:

- (a) New park, recreation, aquatics, and golf improvements or facilities.
- (B) The promotion of recreation programs and activities.
- (C) The fee structure.
- (D) Other areas as directed by the Mayor and Common Council.



City of Kingman

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August 17, 2016

Dear Golf Course Advisory Commission Members,

At the May 9th common council budget work session, Mayor Anderson recommended merging the Parks and Recreation Advisory Commission with the Golf Course Advisory Commission. At the August 2, 2016 Meeting of the Council voted and approved 7 in favor and 0 opposed of Ordinance 1817; Creating a new Parks, Recreation, Aquatics and Golf Course Advisory Commission.

The Golf Course Advisory Commission will stay the way it is until January 1, 2017. At that time the Council will pick from the list of candidates; four from the Park and Recreation Commission and three from the Golf Course Advisory Commission. Any one interested in being considered for this new combined Commission will be required to fill out a new Boards and Commission Application. We will contact you in advance to let you know the date that this will be on the Council Agenda.

Thank you for your years of service on the Golf Course Advisory Commission and for your support of the Cerbat Cliffs Golf Course. If you have any questions please feel free to call me.

Sincerely,

Mike Meersman

Director of Parks & Recreation Department

Phone (928) 692-3105

Cell (928) 303-6087

Email: mmeersman@cityofkingman.gov

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